



DEPARTMENT OF CORRECTIONS
Health Care Recruitment Unit
2201 Broadway
Sacramento, CA 95818

CONTINUOUS

MEDICAL RECORD DIRECTOR

FUNCTION OF POSITION

Under general direction plans, develops, and manages a comprehensive health records system of administrative and clinical data in the Medical Records section of each State hospital, or licensed care facility. Manages and directs a staff and oversees a health record system that meets medical, administrative, legal, ethical regulatory agency, and facility requirements; and to do other related work.

MINIMUM QUALIFICATIONS

Registration by the American Medical Record Association as a Registered Record Administrator or eligibility for examination for registration. (Applicants who are not Registered Record Administrators will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.)

and

Two years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

OR II

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation as evidenced by a statement from the Association before they will be considered eligible for appointment.)

and

Four years of experience in a medical records office of an approved hospital, which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

OR III

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation, as evidenced by a statement from the Association before they will be considered eligible for appointment.)

and

Two years of experience performing the duties of a Health Records Technician III in California state service.

CONTINUED ON REVERSE

www.corr.ca.gov

888-232-4584 Toll Free

916-227-4646 FAX

Rev. 05/03

APPLICATION INFORMATION

The Department application consists of the two (2) documents listed below. Additional information may be submitted but is not required. All forms must be completely filled out. Properly completed documents should be sent to the institution(s) for which you are applying. A list of institutional addresses is located on the California State Prisons Map included in this information package. Should you have any questions, please feel free to contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at Health.Recruit@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

SALARY RANGE

Medical Record Director \$3152 – 4237 per month

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “**Hiring Above the Minimum**” salary differential is applicable.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Institutional Workers Supervision Pay Differential
- \$2400 annual Recruitment and Retention Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)
- \$100 annually towards AHIMA Dues
- California Public Employees' Retirement System

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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